

Mohammad Danish Khan



Personal Profile

- Results driven, logical and applies process and discipline towards optimizing performance.
- Good listener- Caring and compassionate.
- Excellent interpersonal skills- work well with others, motivates & encourages.
- Energetic and positive approach to work and getting things done.
- Seeks new responsibilities irrespective of reward and recognition.
- Strives for quality, seeks and finds solutions to challenges.

Experience

- 2nd August, 2015 – 8th December, 2015 - Industrial Exposure Training - Radisson Royal Hotel, Dubai, United Arab Emirates
- 26th June, 2015 – 27th July, 2015 – Industrial Exposure Training – IndiSmart, Kolkata, India
- 1st September 2014 – 30th September 2014 – On Job Training – IndiSmart, Kolkata, India
- Backstage in charge for First Step Academy's annual event
- Involved in planning and organizing front desk operations at International Food Fest (2014)
- Casual Training at ITC Sonar Bangla and Hyatt Regency Kolkata
- Volunteered for Help Age India Fund Raising Campaign
- Volunteered for Spicmacay International Convention 2013
- Accomplished HACCP Level 1 Training conducted by Dubai Municipality during the Industrial Training in 2015
- Event Manager for the IIHM Spring Food Fest 2016
 - Lead a team of 400 students for operations for a total of 800 pax.
 - Headed all the sub departments including planning, organising, directing and execution
- Marketing Head for Kiosk – A Food kiosk set up for a week entirely run by students.
 - Responsible for total sales, purchasing records, directing the budget, promotion and feedback
- Rooms Division Manager at the International Food Fest organized by IIHM (2017)
- Worked with The Oberoi Hotels & Resorts from 12th June 2017 to 30th September 2019 in Operations Training in Front Office Operations & Revenue at The Oberoi Grand, Kolkata.
 - Handled front desk operations.
 - Worked in Reservations, revenue, reception, concierge, cashier, business centre and bell desk.
 - Undergone extensive training in all the sub areas of the department.
 - Managed the hotel's inventory and ensured a balanced inventory of rooms is always available.
 - Managed overbooking and rates.
 - Conducted training for the new joiners and made sure that all standards were being followed at the hotel. Conducted detailed training on Opera and its features.
 - Regular audit of team members to ensure we deliver our best to our guests and also maintained the development progress of the team members.
 - Planned weekly duty roster to ensure smooth operations.
 - Handled group reservations from the initial booking phase till the group checked out.
 - Monitored the feedback from the guests and shared the same with the team to discuss about it and take up action plans to ensure an excellent guest experience.

Achievements

- Ranked 2nd at Inter School fest in Street play (2013)
- Ranked 2nd at 3rd year football tournament organized by IIHM (2016)
- Awarded the post of Public Relations at annual school function (2013)
- Event Manager at the Spring Food Fest organized by IIHM (2016)
- Rooms Division manager at the International Food Fest organized by IIHM (2017)
- Star of the month - November at The Oberoi Grand, Kolkata (2018)

Education and qualifications

- 2014-2017, International Institute of Hotel Management, Kolkata, India
 - 3 year Advanced Diploma in International Hospitality Administration
 - BSc Catering Science and Hotel Management from Bharathiar University, Coimbatore
- 2014, St. Thomas' Day School, Kolkata, India, I.S.C (Class X)
- 2012, St. Thomas' Day School, Kolkata, India, I.C.S.E (Class XII)

Hobbies / Interests

- Fitness
- Cooking
- Dancing
- Indoor and Outdoor Sports

Personal Details

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